DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-253

Page 1 of 3

| RECO | ORDS RETENTION AND DISPOSAL SCHEDULE | Page 1 of 3 |
|-------------|--|--|
| Agency | Divisi | on/Unit |
| | TOWN OF BETTERTON | ADMINISTRATION |
| Item No. | Description | Retention |
| 1. | General Correspondence | |
| | Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to Town administration. | Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives. |
| 2. | Personnel Files | |
| | Personnel records for employees. Includes: medical records, injury reports, disciplinary actions, commendations, promotions, awards, leave records, etc. | Retain for three years after termination date, then destroy. |
| 3. | Minutes of Town Council Meetings | Permanent. Transfer periodically to State Archives. |
| 4. | Minutes of Appointed Committees | Retain permanently and transfer periodically to State Archives. |

| | | | permanently and transfer peri- odically to State Archives. |
|-------------------------------------|---------------------------|------------------------|---|
| Schedule Approve or Division Repres | ed by Department, Agency, | Schedule Authorized by | State Archivist |
| Date | 2/27/09 | Date 14 mo | y 09 |
| Signature | And | | |
| Typed Name | Annette M. Green | Signature | rela genfu |
| Title | Town Clerk | | |
| DGS 550-1 | | | *************************************** |

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No_{M-253}

Page 2 of

Agency

TOWN OF BETTERTON

Division/Unit

ADMINISTRATION

| Item No. | Description | Retention |
|-------------|--|--|
| 5. | Building Permits | |
| | Plans for residents and Town facilities. | Permanent. Transfer periodically to the State Archives. |
| 6. | Requests for Quotations. Invitations to Bid | |
| | This series contains the bid specifications, drawings, advertisement and other associated documents. | Retain in office for five years after contract completion or until audit requirements have been met, then destroy. |
| 7. | Insurance (Property, Vehicle and Health) | |
| | Documentation and correspondence relating to insurance for property, vehicle and health coverage. | Screen annually and destroy material having no further legal, administrative, fiscal or operational value. |
| 8. | Insurance (Workers' Compensation) | |
| | Workers' Compensation Claims: contains incident reports, cor- respondence, medical reports, invoices and medical authoriza- tion forms | Retain until termination plus three years, then destroy. |
| 9. | Deeds/Agreements | |
| | Deeds of property and agreements between the Town and individuals/entities. | Permanent. Transfer periodically to the State Archives. |
| 10. | Annexations | |
| | Annexation Petitions with supporting and background documents | Permanent. Transfer periodi- |
| DGS 550 | 10 | cally to the State Archives. |

DGS 550-1A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No_{M-253}

Page₃

of ₃

| Agenc | D | ivision/Unit |
|-------------|---|---|
| | TOWN OF BETTERTON | ADMINISTRATION |
| item No. | Description | Retention |
| . 1 | Legislation Charter, charter amendments, ordinances, and resolutions adopted by the Council with supporting and background documents, if any. | Permanent. Transfer periodically to the State Archives. |
| 1 | Town Code and Amendments The Code, with amendments, contains the current local laws of the Town. | Permanent. Transfer periodically to the State Archives. |
| | 3. Legal Opinions and Litigation. Written opinions rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town. | Permanent. Transfer periodically to the State Archives. |
| | Town Publications 4. Town Journal, handbook, directories and various notices to the press and general public regarding current events. | Permanent. Transfer periodically to the State Archives. |
| | | |

| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | • • | GEMENT DIVISI | EMENT DIVISION ad, P.O. Box 275 land 20794 | | |
|---|---|--|--|--|--|
| 1. Department/Agency Town of Betterton | Administra | tion | | 3. Unit | |
| DEFINITION - RECORD SERIES: A group of related 4. Record Series Title General Correspondence | d records normally filed a | ind used as a uni | | per/Letpst Year | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to Town administration | | | | | |
| 7. Record Series Formet(s) List all | 8. Record Series S | equence | 9. Volume | Pia Drawor(e) | |
| Cultetter Size | Alphabetical Numerical Differential | | Number | Microfilm Real(s) Computer Tape(s) Other (specify) | |
| □ Other (specify) | Geographica Other (specific | | .3 | Computer Tape(s) | |
| 11. Fite is Used | , | 12. File Become | e inactive After | Aconthi(e) (Afficiar(e) | |
| 13. Current Location(e) (Bidg., Floor, Room) Town Hall | · · · · · · · · · · · · · · · · · · · | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| 15. Access Restrictions (If Yes, othe Lew(s) & Regulation(s) | 16. Audit Requirements @Mone State Federal Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requir | | led Retention | exmely. | | |
| 19. Name and Title of Properer | 20. Telaphone Nun | iber | 21. Dets | | |
| Annette M.Green, Clerk-Treasu | M. Green, Clerk-Treasurer 410/348- | | | 2/27/2009 | |

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions -Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. DMsion Town of Betterton Administration DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. Minutes of Town Council Meetings 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Minutes of Town Council Meetings 8. Record Series Sequence 7. Record Series Format(s) List all □ Other (specify) () Delly 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Town Hall O Yes 21. Date 19. Name and Title of Prepare 20. Telephone Number 2/27/2009 Annette M. Green, Clerk-Treasurer 410/348-5522

| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agancy Town of Betterton DEFINITION - RECORD SERIES: A group of related 4. Record Series Title Personnel Files 6. Record Series Description (Briefly describe the types of Information/documents) | | SEMENT DIVISIO ad, P.O. Box 275 yland 20794 p-1930 IOD | 3. Unit 3. Unit Tor reference as evell as retention and disposition purposes. 5. Earliest Year/Latest Year 1990 to 2009 | | |
|---|----------------------|--|---|--|--|
| Personnel records for employees commendations, promotions, aw | | | injury reports, disciplinary actions, | | |
| 7. Record Series Format(e) List all (CLeather Size | 8. Record Series Sec | Microfilm Real(s) Computer Tape(s) Number Other (specify) | | | |
| 13. Current Location(e) (Bidg., Floor, Room) Town Hall 18. Access Restrictions (If Yee, cite Lew(s) & Regulation(s) | | 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) Description: 16. Audit Regultements | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requir | ements . | 18. Recommended Retention Three years of the termination of the supplement. | | | |
| 19. Name and Title of Preparer Annette M.Green, Clerk-Tre | 20. Telephone Numb | | 21. Date 2/27/09 | | |

| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | | | ON | PAGE OF |
|--|---|--------------------------|---|--|---|
| Town of Betterton | | dministrati | on | | • |
| DEFINITION - RECORD SERIES: A group of relate | ed records | normally filed an | d used as a uni | | |
| 4. Record Series Title Minutes of Appointed Committe | ees | | | _ | P to <u>2009</u> |
| 6. Record Series Description (Briefly describe the types of Information/door | uments/forms fo | ound in the series. Inch | ude the purpose or fund | tion of the serie | 15.) |
| Minutes of Appointed Committee | ees | | | • | |
| 7. Record Series Format(s) List all | | 8. Record Series Sec | quence | 9. Volume | |
| Destar Size | Alphabetical Numerical Chronological | | | 2 Number | Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| ☐ Bound Book ☐ Video Tepe | | Geographical | | 10. Annual / | occumulation |
| C Other (specify) | a Other (specify) | |) | .30 Number | Microfilm Reek(s) Computer Tape(s) . Other (specify) |
| 11. File is Used | | | 12. File Become | s Inactive After | |
| □ Deliy □ Weekly Le Monthly □ Annual | y | , | Number | | Aconth(s) Vocr(s) |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Serie | • Ouplicated El | sewhere? (If yes, specify agency or office.) |
| Town Hall | | | □ Yes © No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | |
| D Yes | | | □ Nome II-State □ Federal □ Independent | | |
| 17. Is an Index System used? If yes, explain brisely and describe requirements | | | 18. Recommended Retention | | |
| . Yes 4 No | | | Per | ∕ \\ | atly. |
| 19. Name and Title of Preparer | | 20. Telephone Numb | oor . | 21. Data | 2/27/2009 |
| Annette M.Green, Clerk-Treasurer 410/34 | | | 8-5522 | | , , 50-/ |

| Instructions -Type or Print a separate form for | DEPA | ARTMENT OF G | SENERAL SERVICES | | AGENCY RECORDS INVENTORY | |
|--|-----------------|---------------------------|--|-------------------|---|--|
| each new or revised record series. Forward | | | GEMENT DIVISION | | | |
| with Records Retention Schedule (DGS 550-1) | 72 | 275 Waterloo Ro | ad, P.O. Box 27 | 5 | PAGE 5 OF 14 | |
| | | Jessup, Mar 410-79 | • | | . • | |
| 1. Department/Agency | 2. Division | | | | 3. Unit | |
| Town of Betterton | A | dministrati | on | | | |
| DEFINITION - RECORD SERIES: A group of relate | ed records | normally filed ar | nd used as a uni | | nce as well as retention and disposition purposes. | |
| 4. Record Series Title | | | | | 7.5 | |
| Building Permits | | | • | | | |
| 6. Record Series Description (Briefly describe the types of information/doc | zuments/forms i | found in the series. Inci | ude the purpose or fund | ation of the seri | 95.) | |
| | | | | | | |
| Plans and permits for residents a | and Tov | wn facilities | 5. | | | |
| | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Series Se | quence | 9. Volume | File Drawer(s) | |
| _ | | | | | □ Microfilm Reel(s) | |
| ur Cetter Size . a Microfilm | | Alphabetical | | 14 | □ Computer Tapo(s) | |
| Discipal Sizes Computer Tape | • | ☐ Numerical | | Number | . Dither (specify) | |
| □ Audio Tepe □ Floppy Disk | | Chronological | | | | |
| □ Bound Book □ Video Tape | | □ Geographical | | 10. Annual / | Accumulation | |
| □ Other (spedfy) | | ☐ Other (specify |) | | O Microfirm Reek(s) | |
| | | : | | .5 | · | |
| | | | | Number | Computer Tape(s) | |
| 11. File is Used | | | 12. File Become | s Inactive After | □ Other (specify) | |
| S/Daily Weekly Monthly Q Annual | N. | | J | | Atomthr(a) the Year(a) | |
| goaly arrange areas | • | | Number | | - 10 <u>- 10</u> - 10- 10- 10- 10- 10- 10- 10- 10- 10- 10 | |
| | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| Town Hall | | | D Yes No | | | |
| 1 OWII ITAII 15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) | | | 18 Audit Spratnerports | | | |
| D Yes | | | 16. Audit Requirements | | | |
| U TOU | | | C-Michae Starte Federal D Independent | | | |
| 17. Is an index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | |
| Yes 6 No | | | 100 1000 TO LOCATION TO LOCATION TO | | | |
| 2 .0 | | | $ \mathcal{A}_{a} $ | me | uet. | |
| | | تعلق ا | | | | |
| 40. Norma and Title of Parameter | | 20 7/1 | | n4 = : | | |
| 19. Name and Tifle of Preparer | | 20. Telaphone Numb | NET . | 21. Date | 2/27/2009 | |
| | | 4.5.6.5 | | - | مر مرود ار المرود | |
| Annette M. Green, Clerk-Tre | easurer | 410/34 | 8-5522 | | K | |

| Instructions Type or Brist a consents form for | DEPARTMENT OF | CENEDAL SEDV | ICES | AGENCY RECORDS INVENTORY | |
|--|--------------------------------------|----------------------------|------------------|--|--|
| instructions -Type or Print a separate form for each new or revised record series. Forward | | ECORDS MANAGEMENT DIVISION | | , | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo R | | 5 | PAGE OF | |
| | | ryland 20794 99-1930 | | | |
| 1. Department/Agency Town of Betterton | 2. DMston Administra | tion | | 3. Unit | |
| | | | | | |
| DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title | ed records normally filed a | and used as a uni | | nce as well as retention and disposition purposes. | |
| Requests for Quotations. Invita | ations to Rid | | | 2009 | |
| 6. Record Series Description (Briefly describe the types of information/door | | chido the cumposo or firm | tion of the east | | |
| 8. Record Series Description (Briefly describe the types of unformation/door | umentaylorna loung in the series. In | cinde me barbose or join | DON OF THE SER | | |
| · | | | | | |
| This series contains the bid spec | cifications, drawi | ngs, adverti | sement | and other associated documents. | |
| 7. Record Series Format(s) List all | B. Record Series S | lequence | 9. Volume | Cil-Fie Drawer(s) | |
| | | | | | |
| O letter Size | D Alphabelica | • | 2 | Microtim Real(s) | |
| □ Laged Size □ Computer Tape | □ Numerical | | Number | □ Computer Tape(s) | |
| □ Audio Tape □ Floppy Disk | g Chronologio | al | | Other (specify) | |
| □ Bound Book □ Video Tape | □ Geographic | aj. | 10. Annual / | Accumulation | |
| □ Other (specify) | a Other (spec | ify) | | Career(s) | |
| | - | | 30 | □ Microfilm Reek(s) | |
| | | | Number | □ Computer Tape(s) | |
| | | <u>.</u> | | Other (specify) | |
| 11. File is Used | | 12. File Become | s inactive After | | |
| □ Delly □ Weekly Softonthly □ Annuell | У | Number | D | Month(e) & Year(e) | |
| | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | 14. Is Record Serie | e Duplicated El | sewhere? (If yes, specify agency or office.) | |
| Town Hall | | □ Yes 8□ No | | | |
| | | | | | |
| 16. Access Restrictions (If Yes, cita Law(s) & Regulation(s) | | 16. Audit Requir | rements ' | | |
| D Yes UNO | · . | None | () State | □ Federal □ Independent | |
| | , | <u> </u> | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requi | irements | 18. Recommend | led Retention | | |
| ti Yee g_A6 | Fin | , • () | yeans. | | |
| | ' ' | _ (| , | | |
| | | | | | |
| 19. Name and Title of Preparer | 20. Telephone Nur | nber | 21. Data | | |
| | | | | 2/27/2009 | |
| Annette M. Green, Clerk-Treasu | urer 410/348- | 5522 | · ' | ~, ~ , , ~ , , | |

| Instructions -Type or Print a separate form for | DEPARTMENT OF G | ENERAL SERVI | CES | AGENCY RECORDS INVENTORY |
|--|--|--|--|---|
| each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-78 | ad, P.O. Box 27 yland 20794 | | PAGE 7_ OF |
| 1. Department/Agancy Town of Betterton | 2. DMston Administrat | ion | | 3. Unit |
| DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Insurance (Property, Vehicle and | nd used as a uni | 5. Earliest Y | nce as well as retention and disposition purposes. Describates Year Describates Year | |
| 6. Record Series Description (Briefly describe the types of information/doo | ouments/forms found in the series. Inch | | | · |
| Documentation and correspond | ence relating to in | surance for | proper | ty, vehicle and health coverage. |
| 7. Record Series Format(s) List all Letter Size Microfilm Congai Size Computer Tepe | 8. Record Series Sequence D. Alphabetical D. Numerical | | 9. Volume | Microfilm Real(s) Computer Tapa(s) Other (specify) |
| □ Audio Tepe □ Floppy Disk □ Bound Book □ Video Tepe □ Other (specify) | Geographical Other (specify) | | 10. Annual A | Accumulation 12-Tile Drawer(s) Microfilm Reek(s) Computer Tape(s) Other (specify) |
| 11. File is Used | by . | 12. File Becomes | s inactive After | Aonth(e) (3 Year(s) |
| 13. Current Location(s) (Bidg., Floor, Room) Town Hall | | 14. la Record Seriee Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| 15. Access Restrictions (If Yes, cits Lew(s) & Regulation(s) | 16. Audit Requirements None & State Federal Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requ | 18. Recommend | | annually. | |
| 19. Name and Title of Preparer | 20. Telaphone Numb | igr | 21. Date | 2/27/2009 |
| Annette M Green Clerk-Treasi | rer 410/348-5 | 522 | | 2/2009 |

| Instructions -Type or Print a separate form for | DEPARTMENT OF G | ENERAL SERVICES | AGENCY RECORDS INVENTORY | |
|--|--|--|---|--|
| each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | RECORDS MANAG | EMENT DIVISION | PAGE 2 OF 14 | |
| , | Jessup, Mar 410-79 | • | PAGE OF | |
| 1. Department/Agency Town of Betterton | 2. DMston Administrat | ion | 3. Unit | |
| | | | · | |
| DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title | id records normally filed ar | 5. Ea | eference as well as retention and disposition purposes. | |
| Insurance (Workers' Compensa | tion) | . 4 | <u>492. 2</u> 00 9 | |
| 6. Record Series Description (Briefly describe the types of information/doo | uments/forms found in the series. Incl | ude the purpose or function of t | ne saries.) | |
| | | | | |
| Workers' Compensation Claims invoices and medical authorizat | | t reports, corre | spondence, medical reports, | |
| 7. Record Series Format(s) List all | 8. Record Series Se | quence 9. Vo | Arme | |
| | | | □ Microfilm Resi(s) | |
| 10 Letter Size . a Microfilm | □ Alphabetical | 6 | ☐ Computer Tape(s) | |
| Ur Logal Size □ Computer Tape | C Numerical | Num | ber | |
| □ Audio Tepe □ Floppy Disk | Chronotogical | | | |
| □ Bound Book □ Video Tape | Geographical | 10. A | nnual Accumutation | |
| C Other (epecify) | Other (specify) | · ——— | □ Microfilm Reel(s) | |
| | | <u>.</u> | 50 D Computer Tape(s) | |
| | | Num | ber . Other (specify) | |
| 11. Fite is Used | / | 12. File Becomes Inactiv | o After | |
| □ Daily □ Weekly □ Monthly Trainust | у | Number | □ Morrith(s) (*/ Sear(s) | |
| | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| Town Hall | - | □ Yes ■ No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | |
| 0 Yes 0,00 | | □ None s-Sate □ Federal □ Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requi | Irements | 18. Recommended Refertion | | |
| □ Yes □ □ 1/10 | | Retain | 3 years after | |
| | <u>.</u> | terme | 3 years after intime of employee. | |
| 19. Name and 115e of Preparer | 20. Telephone Numb | er 21. [| tatb | |
| Annette M.Green, Clerk-Treası | arer 410/348-5 | 5522 | 2/27/2009 | |

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions -Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division 1. Department/Agency Town of Betterton Administration DEFINITION - RECORD SERIES; A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 1957. 2009 Deeds/Agreements 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) include the purpose or function of the series.) Deeds of property and agreements between the Town and individuals/entities. 7. Record Series Format(s) List all 8. Record Series Sequence ☐ Computer Tape 10. Annual Accumulation D Bound Book ☐ Other (specify)_ ☐ Microfilm Reek(s) C Other (specify) 11. File is Used File Becomes Inactive After D Daily 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Town Hall Access Restrictions (If Yee, cite Lew(s) & Regulation(s) is an index System used? If yes, explain briefly and describe requirements D Yes 21. Date 19. Name and Title of Preparer 20. Telaphone Number 2/27/2009 Annette M. Green, Clerk-Treasurer 410/348-5522

| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 207 | | | ON . | AGENCY RECORDS INVENTORY PAGE OF 14 | |
|--|--|-----------------------|--|---|--|--|
| Department/Agancy Town of Betterton | 2. Division | 410-784 Iministrat | | | 3. Unit | |
| DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Annexations | ormally filed ar | nd used as a uni | 5. Earliest Y | nce as well as retention and disposition purposes. $\chi_{_{ m to}} = 2 \infty 9$ | | |
| Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) Annexation Petitions with supporting and background documents | | | | | | |
| 7. Record Series Format(s) List ell Dictiter Size Microfilm | □ Microfilm □ Alphabetical □ Computer Tape □ Numerical | | quence | 9. Volume Microfilm Resid(s) Computer Tape(s) Number | | |
| □ Bound Book □ Video Tape □ Other (specify) | Geographical Geographical Gifter (specify) | | , | 10. Annual A | Accumulation Drawer(s) Microfilm Real(s) Computer Tape(s) | |
| 11. File is Used | ý | · | 12. File Becomes | s inactive After | Month(s) & Toar(s) | |
| 13. Current Location(s) (Bidg., Floor, Room) Town Hall | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| 15. Access Restrictions (If Yes, citta Law(s) & Regulation(s) | | | 18. Audit Regulterments None DeState Federal Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommend | | nut. | |
| 19. Name and Title of Preparer Annette M. Green, Clerk-Treast | 20. Telaphone Number urer 410/348-5522 | | | 21. Date | 2/27/2009 | |

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions - Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward PAGE // OF /4 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 410-799-1930 1. Department/Agancy of Betterton Administration DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 1904. 2009 Legislation 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Charter, charter amendments, ordinances, and resolutions adopted by the Council with supporting and background documents, if any. 7. Record Series Format(s) List all Fite is Used 13. Current Location(s) Town Hall □ Yes 21. Date 19. Name and Title of Prepared 2/27/2009 Annette M. Green, Clerk-Treasurer 410/348-5522

| Instructions -Type or Print a separate form for each new or revised record series. Forward | DEPARTMENT OF G | , | | AGENCY RECORDS INVENTORY | | | |
|---|--|--|--------------|--------------------------------|--|--|--|
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Ro Jessup, Man 410-79 | yland 20794 | 5 | PAGE D OF 14 | | | |
| 1. Department/Agancy Town of Betterton | ^{2. DMston} Administrat | | | 3. Unit | | | |
| DEFINITION - RECORD SERIES; A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Letest Year | | | | | | | |
| Town Code and Amendments | | 1995, 2009 | | | | | |
| 6. Record Series Description (Briefly describe the types of triformation/documents/forms found in the series. Include the purpose or function of the series.) | | | | | | | |
| The Code, with amendments, contains the current local laws of the Town. | | | | | | | |
| 7. Record Series Format(s) List all | B. Record Series Se | quence | 9. Volume | () File Drawer(s) | | | |
| | | | | Microtin Resi(s) | | | |
| (Dulither State a Microfilm | ☐ Alphabelical | | .5 | Computer Tape(s) | | | |
| Computer Yape | Numerical | | Number | Other (specify) | | | |
| □ Audio Tepe □ Floppy Diek | La Chronological | | | | | | |
| □ Bound Book □ Video Tape | () Geographical | | 10. Annual A | Accumutation g. Fis Drawer(s) | | | |
| Other (specify) | Other (specify) | | | D Microfilm Rest(s) | | | |
| | | | . 1 | Computer Tapets) | | | |
| | | | Number | Other (specify) | | | |
| 11. File is Used | 12. File Becomes | inactive After | | | | | |
| () Daily () Wealdy () Monthly & Annual | Number | | | | | | |
| | į | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | 14. Is Record Series Duplicated Elsewhers? (If yes, specify agency or office.) | | | | | | |
| Town Hall | D Yes 11-115 | | | | | | |
| 15. Access Restrictions (If Yes, otto Law(s) & Regulation(s) | 16. Audit Requirements | | | | | | |
| 1 Yes 1 1/16 | | □ None ®-State □ Federal □ Independent | | | | | |
| 17. Is an index System used? If yee, explain briefly and describe req. | 18. Recommended Retartion | | | | | | |
| D Yes 3/No | Permonett. | | | | | | |
| 19. Name and Title of Preparer | 20. Telephone Numb | • | 21. Date | 2/27/2009 | | | |
| Annette M Green Clerk-Treas | ourer 410/348-4 | 5522 | | Maria 1 | | | |

| Laboration Time on Delete a company for the | DEPARTMENT OF G | ENEDAL SEDVICES | | AGENCY RECORDS INVENTORY | | | | |
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| <u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward | RECORDS MANAG | | | | | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Ro | oad, P.O. Box 27 | 5 | PAGE 13 OF 14 | | | | |
| | Jessup, Mar 410-79 | • | | | | | | |
| 1. Department/Agently of Betterton | 2. Division Administrat | ion | | 3. Unit | | | | |
| | | | | | | | | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series 1989 5. Earliest Year/Latest Year | | | | | | | | |
| Town Publications | 1968. 2009 | | | | | | | |
| 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) | | | | | | | | |
| C MEDICA DELES neen hear folials describe as Abes a sinfulierance decorrismes requisites and an entering and hearings as an entering and an entering an entering an entering an entering and an entering an en | | | | | | | | |
| Town Journal, handbook, directories and various notices to the press and general public regarding | | | | | | | | |
| current events. | | | | | | | | |
| 7. Record Series Format(s) List all | 8. Record Series Se | quence | 9. Volume | | | | | |
| • | | | | G-File Orever(s) | | | | |
| Valuetter Size O Microfilm | G Alphabelical | | Microfilm Real(s) | | | | | |
| (1) Langual Sizes (2) Computer Tape | () Numerical | | Number | □ Computer Tape(e) | | | | |
| □ Audio Tepe □ Floppy Diek | Chrest Glagica | ı | | Other (specify) | | | | |
| □ Bound Book □ Video Tape | 0 Geographical | | 10. Annual / | | | | | |
| © Other (specify) | Other (specify) | | | di-Tile Drawer(s) | | | | |
| | | | □ Microffm Reef(s) | | | | | |
| - | | | Number Computer Tape(s) | | | | | |
| 11. File is Used | | 12. File Become | e Inecthe Affer | Citier (specify) | | | | |
| | 12. File Becomes Inactive After | | | | | | | |
| Delity D Weekly D Monthly (CArtificell) | Number | | | | | | | |
| | | | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | 14. Is Record Series Duplicated Elsewhers? (If yes, specify agancy or office.) | | | | | | | |
| Town Hall | □ Yes 04—N5 | | | | | | | |
| 16. Access Restrictions (if Yes, otle Lew(s) & Regulation(s) | 16. Audit Require | emente | | | | | | |
| O Yes G-N5 | □ None ♀State □ Federal □ Independent | | | | | | | |
| | | - | | | | | | |
| 17. Is an index System used? If yes, explain briefly and describe requirements 18. Recommended Retention | | | | | | | | |
| □ Yes ₽ 196 | | . 🖍 | 0 | | | | | |
| | | Termanert. | | | | | | |
| | | | | | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Dete | | | | | |
| | | | | 2/27/2009 | | | | |
| Annette M.Green, Clerk-Treasu | Annette M. Green, Clerk-Treasurer 410/348-552 | | | U/21/2007 | | | | |

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions -Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward PAGE A OF H 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 410-799-1930 1. Department/Agancy I OWn of Betterton Administration DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. Legal Opinions and Litigation. 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Written opinions rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town. 7. Record Series Format(s) List all Pile is Used 13. Current Location(s) Town Hall O Yes 21. Date 20. Telephone Number 19. Name and Title of Prepare 2/27/2009 Annette M.Green, Clerk-Treasurer 410/348-5522